

# Star 3 Media Guide to the WordPress Content Management System (CMS)

# **WordPress User Manual**

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# WordPress CMS Training YouTube Video Series by Perth Website Design Company Star 3 Media

Perth website design and development company Star 3 Media, part of Vorian Agency, an integrated marketing agency located in Perth, Western Australia. Provides a quick and cheap marketing solution for start-ups, home-based, as well as small to medium businesses, to enable them to get online fast with a new website at the fraction of the cost of traditional custom website packages.

Our cost-effective budget website plans, with a low-cost monthly price, enables your business to focus their marketing budget into the online marketing activities that actually drive the ROI (Return On Investment) necessary to build your business, through creating brand awareness and targeted marketing with SEO, PPC, eMarketing and Social Media Marketing options.

Are you ready to save some money in your marketing budget?

Do you want to turn on the website traffic and start sending business your way today?

Our Star 3 Media Perth budget website packages include:

- Domain name registration and management
- Website hosting
- Choice of mobile responsive website templates
- Features that include Google Maps, forms to collect user information, image sliders, blogs, social media icons, shopping carts and more...
- Monthly website CMS patching and maintenance to keep it up-to-date and secure
- Reliable scalable CMS that will grow with your business and provides the ability to add additional functionality as required.

We take the work out of your hands and load your selected website with your company logo, images, contact details and content, then take it live and active.

To support our Star 3 media budget website packages we have developed an online WordPress Training Video series to teach business owners and their staff, how to manage their own WordPress website after it has been built and we also provide this PDF WordPress User Manual as a reference resource. The videos are presented by <u>Perth SEO Specialist</u> and General Manager of Vorian Agency, Matt Lynch.

To view the WordPress training videos visit Vorian Agency YouTube channel: https://www.youtube.com/channel/UCSh5LNZmpxvt45JH7aRl1rg

So it really couldn't be easier or quicker, to get a professional online presence for your business up and running today, then apply all that left over marketing budget to effective targeted marketing solutions that drive targeted traffic ready to buy your products and services, by using Google Adwords, Search Engine Optimisation, eNewsletters or Social Media Marketing.

Get online right now with Perth website design company Star 3 Media

- Phone 1300 100 333 or email info@vorian.com.au



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Star 3 Media uses the popular WordPress Content Management System or CMS, which is a web application that simplifies and automates the process of authoring, editing and maintaining the content of a website. Set-up, design and configuration of the website and CMS are completed by the Star 3 Media Perth website design team. However, the responsibility for ongoing content update, ownership and maintenance can be managed by non-web-savvy employees.

Your employees can access the CMS through a secure administration page on the website. After entering the username and password, they can access the password-protected, secure back-office that allows them to modify the website. Employees can then make a range of changes and updates using simple Microsoft Word-like editing tools within the WYSIWYG (What You See Is What You Get) web page editor.

**Easy navigation** - The CMS allows you to edit a webpage and then preview the changes that you have made before you click update and go live. Navigation through the pages is very simple and many clients need no training in the CMS at all because it is so simple to use.

**File & Image Management System** - Without extra software or know-how, you can upload images and documents to the server and delete old files.

**Secure Administration Area** - The administration area is password-protected. You will be able to set and change your own passwords. This allows users of the system to be quickly blocked should they leave the organisation's employment.

**Online content editing** - Anyone familiar with a basic word processing program will be able to add and edit content on the website. Each editing area has a selection of tools that allows you to add style to your pages and even insert images and position them on the page.

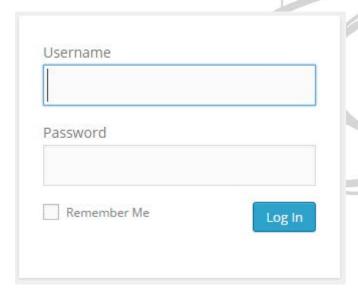




To log into the CMS of your website, type your domain name followed by /wp-admin into a web browser.

For example: http://webaddress.com.au/wp-admin

A login page will appear and you can input your Username and Password.

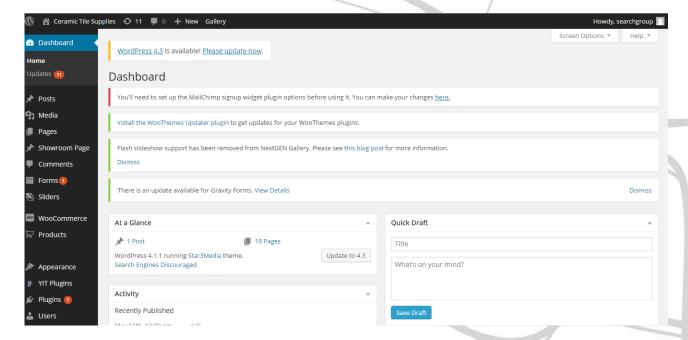


Warning: You may be prompted to update your WordPress account to newer versions. Before applying any such update, please contact Star 3 Media as any changes done on the CMS may break plugins and certain features, affecting your site. We will be glad to assist you with this. Clients who are on a budget website monthly package with Star 3 Media have their website fully maintained and updated by us, so please leave the update process to us. Backups of the website should always be performed before actioning any update to ensure a recovery point is established. Our hosted budget websites have daily backups as part of the package plan.



### Introduction to the Dashboard

When you first log into your WordPress Admin panel, your "dashboard" will look something like this (depending on your colour choice and WP version):



There is a list of main navigation options down the left side, (Posts, Media, Links, Pages, etc.) that remain constantly on every page of your WP admin panel. The rest of the dashboard will display general information about your website/blog (At a Glance, Activity, etc.) and about WordPress (WordPress Development Blog, Other WordPress News).

To return to this dashboard view at any time, click on the Dashboard button at top left of your screen, shown above.

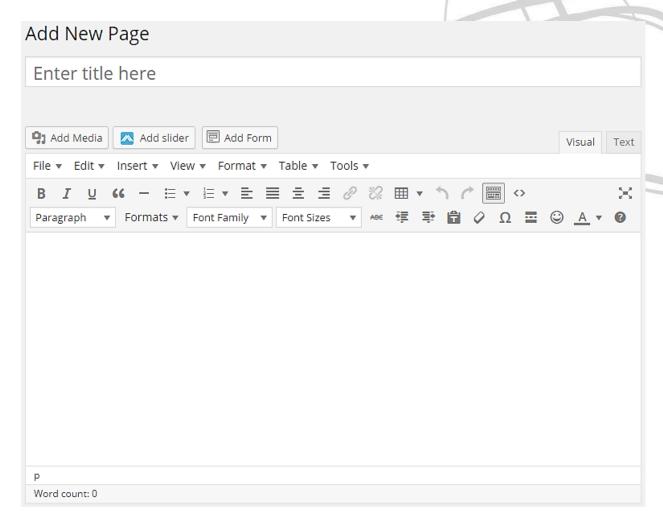


### **Page Section**

The Pages section in the grey tool bar allows you to add, edit and delete the Pages on your website.

### **Adding a New Page**

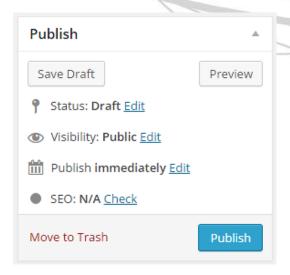
- 1. Select Pages from the Dashboard Menu and then click Add New.
- 2. You will see a content editor. In the Title field, place the title of the page. Ideally, the title must be 70 characters or less.
- 3. In the content field, write the contents of the page.



4. You may also add images using the Add Media button.



5. To preview the content, click the Preview button above the Publish button.



6. If the page is ready, click the Publish button to save your work. To save without publishing, click Save Draft.

### **Editing a Page**

If you need to edit a page:

- 1. Click Pages in the dashboard and select All Pages.
- 2. Select the page you wish to edit.
- 3. Make changes as required and click Update Page to save.

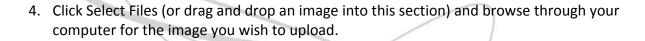
### Adding an Image into a Page

To insert images into a page:

- 1. Select the page you wish to edit.
- 2. Place your cursor at the location you would like to insert the image.
- 3. Click Add Media (above edit toolbar).







### Drop files anywhere to upload

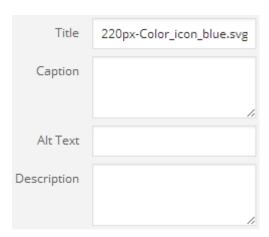
or

Select Files

Maximum upload file size: 20 MB.

### Note:

- WordPress supports .jpg, .jpeg, .png, and .gif image formats.
- The size of the image you upload must be 2MB max, no matter what its dimensions are.
- 5. The image will be uploaded and will be saved to the Media Library. Edit the necessary fields. For more information on the editable sections of uploaded content, see *Uploading Content to the Media Library*.



6. Once uploaded, click Insert into Page.

Insert into page

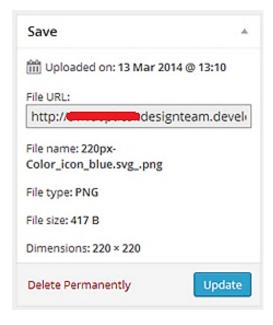


7. The image will be inserted into the page and can be edited by selecting the image and clicking the Image option. It may also be removed or deleted from the page by clicking the red button.



### **Inserting a Document into a Page**

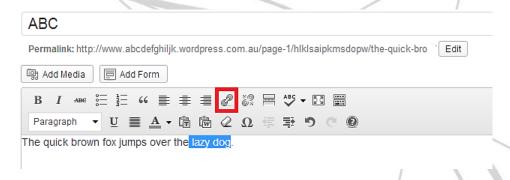
- 1. Click Media from the dashboard.
- 2. Click Add New.
- 3. Click Select Files and browse your computer for the file you wish to upload. You can also drag and drop the files from your PC to the indicated area.
- 4. Once the File is uploaded, it will be saved in the Media Library. Click Edit to obtain the URL.



- 5. Copy the File URL.
- 6. Now Click on Pages in the Dashboard Menu and select the page you would like to insert the document in.
- 7. Go to the page content and highlight the phrase/sentence/word you would like to use as the Hyperlink to download the document



8. Click the Hyperlink button in the editing toolbar.



9. Copy and Paste the URL of the uploaded content into the URL field in the pop-up. Input the Title. The Title appears when you let your mouse pointer hover over the created link.



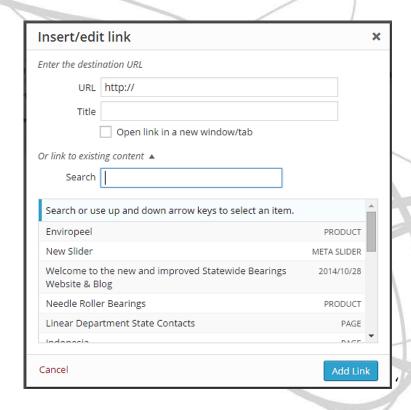
- 10. To have the document open in a separate tab/window in a browser tick the box "Open link in a new window/tab."
- 11. Click Add Link and the document will now be added to the page.

### Linking Content in a Page to another Page on Your Website

- 1. In the content editor, highlight the text/word you would like to hyperlink.
- 2. Select the Hyperlink button from the menu.
- 3. Once the menu pops up, select the option "Or link to existing content."
- 4. A list of available pages would drop down. Click the page you would like to link to.



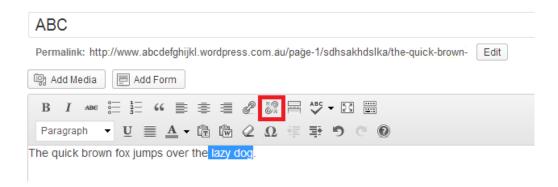
5. Click Add Link.



### Removing a Link from a Page

To remove a link from a page

- 1. Select the page you wish to edit.
- 2. Highlight the word/text that is currently hyperlinked.
- 3. Select the remove link button from the editing toolbar.



4. The link is now removed.

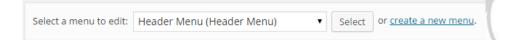


### **Deleting a Page**

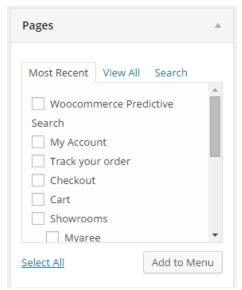
- 1. On the dashboard, click Pages and select All Pages.
- 2. Find the page you want to remove.
- 3. Let your mouse pointer hover over the page's title and wait for the Edit | Trash options to appear.
- 4. Click Trash.

### Adding a Page to the Menu

- 1. Click Appearance in the dashboard and then click Menus.
- 2. Make sure that you are adding pages to the right menu by going to the "Select a Menu to Edit" field.



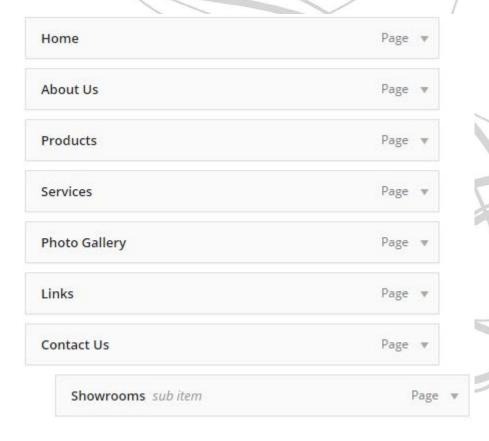
- 3. If you are not editing the right menu, click the down arrow and select the right menu. Click Select.
- 4. You can also create a new menu by clicking "create a new menu," but to be honest, managing a new menu can have its complexities, so it is best to avoid it without due assistance.
- 5. Select the page from the Pages list and click Add to Menu.



6. You will see the page you just added in the menu. You can now drag and drop the page in the position you want. Take note that you can either align the page with the other pages in



the menu or place it an indented position. Doing the latter will turn the new page into a subpage of the one immediately above the new page.



7. Click Save menu to finish.

### Removing a Page from the Menu

To remove a page from the menu:

- 1. Click Appearance in the dashboard and click Menus.
- 2. Select the Menu with the page you wish to remove (please note that if the page appears in both Footer and Main menus you must repeat the steps for both menus).
- 3. Look for the page in the menu and click on it to expand its contents.





Home	Page	<b>A</b>
Navigation Label Home Move <u>Down one</u>	Title Attribute	
Original: <u>Home</u> Remove   <u>Cancel</u>		

Note: Remember that if the page is part of the custom Menu, deleting it will not remove it from the Menu. It will still appear as a link, but will lead to a non-existing page. To prevent issues, you will have to manually remove the page from the Menu using the instructions in the previous sections.





### **Uploading Content to the Media Library**

To remove a page from the menu:

- 1. On the dashboard, click Media and click Add New.
- 2. Click select, drag and drop the files you want in the space indicated. You may also click Select Files and look for the files you want to upload from your computer. Make sure that the file is no bigger then 20 MB.
- 3. Once the upload is finished, you may now proceed to other tasks.
- 4. If you want to edit the file you uploaded, click Edit.

black	<u>Edit</u>

5. You will see a number of fields to fill out. Unless necessary, these options are actually optional. For optimal SEO benefit, and also usability particularly for vision impaired users relying on screen reading devices, try to complete the details with useful and relevant information, and with appropriate keywords, branding or Calls To Action within the text.

*Title* – *The title of the image.* 

Edit Media	Add New	
black		

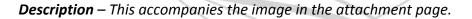
**Caption** – If you are using captions, this will appear under your image.

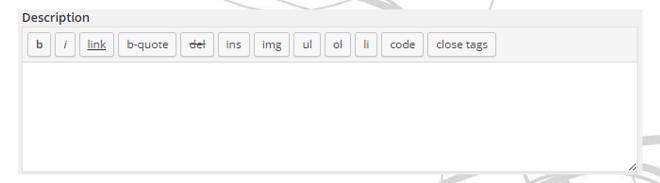
Caption			
			/.

**Alt text** – This appears in lieu of your image when images don't load or are turned off. This is a good way of keeping users informed of what is in the image even when they are experiencing problems in loading the site. This is also great for visually impaired users or those who are using screen readers. This is also the text seen by search engines.

Alternative Text		







- 6. If you decide you don't like the image you uploaded, click Delete Permanently beside the Update button.
- 7. If you want to save your changes, click Update.

Delete Permanently Update

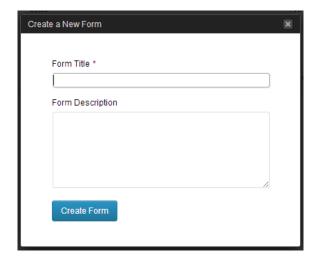


### **Forms Section**

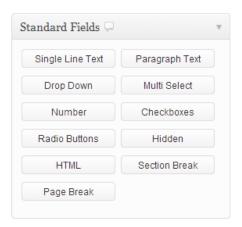
The Forms Section is handy for when you want to create forms that users and visitors can fill out with their information.

### **Adding Forms**

- 1. Click Forms in the dashboard.
- 2. Click New Form, type in the title of your form and click Create Form.



3. You will proceed to the Form Editor where you can see basic information on how you can create a Form. Start by selecting the Field you want in Standard Fields at the right of the screen.





4. Click Duplicate to add another Field.



5. Click Edit to change the Field's options. Fill out the data required. If you are confused regarding the function of each slot, let your mouse pointer hover over the dialogue boxes beside each item.



- 6. Click and drag the Field to arrange the order of form fields.
- 7. Save by clicking Update Form.



8. To cancel the creation of the form, just click Delete Form beside Update Form.



### **Editing an Existing Form**

1. Click Forms on the Dashboard.



2. Hover over the Form you want to alter and click Edit.



3. Apply and save the changes you made by clicking Update Form.

### **Removing a Form**

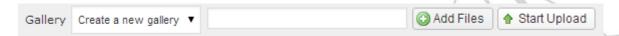
- 1. Click Forms on the Dashboard.
- 2. Hover over the Form you want to remove and click Trash.



### **Gallery Section**

### **Adding Images to the Gallery**

- 1. In the dashboard, go to Gallery and click Add Gallery/Images.
- 2. Go to "Create a new gallery." Choose this option if you want to create a new gallery for the photos you are about to upload. If you want to put them in an existing gallery, click on the downward arrow and select the gallery you want to use.



- 3. Upload photos by clicking Add Files. Select the files from your computer.
- 4. You will see a tentative list of the images to be uploaded. If there are images you want to remove, click the (-) button on the right.

Filename	Size	Status	
black.png	164 b	0% 🥥	-

- 5. If you are creating a new folder, indicate the name of the folder in the space between the down arrow and the Add Files Button.
- 6. If you are happy with the list, click Start Upload. Once the loading status indicates 100%, the images will have been uploaded and made available in the gallery list which you can visit by clicking Manage Galleries from the dashboard.

### **Removing Images from the Gallery**

1. In the dashboard, go to Gallery and click Manage Galleries.

Gallery	Description	Author	Page ID	Images
Gallery		Star 3 Media Programmers	0	11
Gallery	Description	Author	Page ID	Images

2. Select the gallery that contains the image you want to delete.



3. Select images to delete by ticking the boxes on the left then going to Bulk Actions and selecting Delete Images.

ID	Thumbnail	Filename	Alt & Title Text / Description
1	<u> </u>	20220HR.jpg 02/07/2015 500 x 500 pixels Exclude ?	20220HR.jpg
2		20224-4F.jpg 02/07/2015 500 x 500 pixels Exclude ?	20224-4F.jpg
3	*	20224-4S.jpg 02/07/2015 500 x 500 pixels Exclude ?	20224-45.jpg
4	1	20224-22.jpg 02/07/2015 500 x 500 pixels Exclude ?	20224-22.jpg

4. You can also let your mouse pointer hover over the image/images you want to remove and click Delete.



### **Custom Function Guidelines**

**Modifying the Footer Fields (Copyright)** 

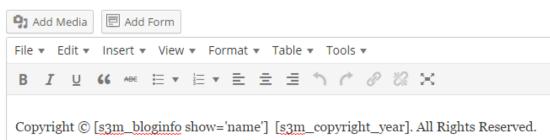
Copyright © Eureka Systems 2015. All Rights Reserved. Privacy Policy Sitemap

### **Option 1: Homepage**

- 1. In the dashboard, go to Page and click All Pages.
- 2. Look for the page entitled Home. Click on it.
- 3. Scroll down until you see the Footer Fields section.

### Footer Fields

### Copyright



- 4. To modify the copyright information, go to the Copyright content editor and input the copyright text. In lieu of the name and year, use the shortcodes [s3m\_bloginfo show='name'] and [s3m\_copyright\_year] respectively. These will ensure that the information is automatically updated each year.
- 5. Scroll up and click Update.

### **Option 2: Homepage With Tabs**

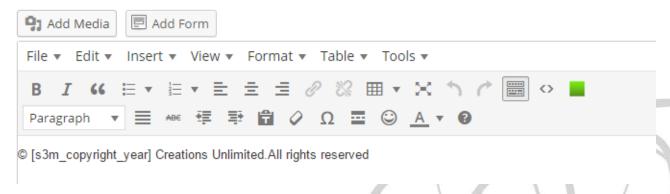
- 1. In the dashboard, go to Page and click All Pages.
- 2. Look for the page entitled Home. Click on it.
- 3. Scroll down until you see the Website Settings section. Click the Footer tab.





### Footer Copyright Text

Type in the copyright text to appear in the page footer. Use [s3m\_copyright\_year] shortcode to display current year.



- 4. To modify the copyright information, go to the Copyright content editor and input the copyright text. In lieu of the name and year, use the shortcode [s3m\_copyright\_year] respectively. These will ensure that the information is automatically updated each year.
- 5. Scroll up and click Update.

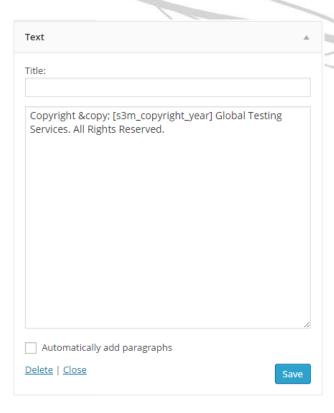
### **Option 3: Widgets**

- 1. In the dashboard, go to Appearance and click Widgets.
- 2. Look for the Footer box at the right portion and click the down arrow.





3. Go to the Text box and click the down arrow to expand its content.



- 4. To modify the copyright information, go to the Copyright content editor and input the copyright text. In lieu of the name and year, use the shortcode [s3m\_copyright\_year] respectively. This will ensure that the information is automatically updated each year.
- 5. Once you're done, click Save.

### **Modifying the Footer Fields (Contact info)**



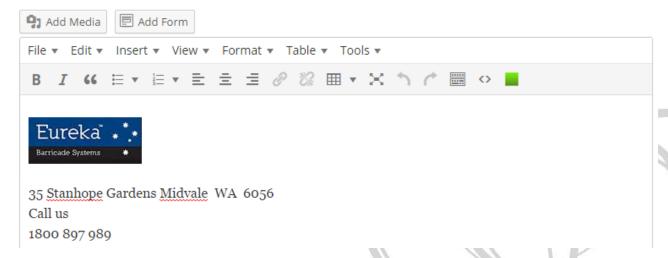
### **Option 1: Homepage**

- 1. In the dashboard, go to Page and click All Pages.
- 2. Look for the page entitled Home. Click on it.
- 3. Scroll down until you see the Footer Fields section.



- 4. In the Footer Fields section, find the Contact Info content editor.
- 5. Click on Add Media to add a small version of the business logo. Ideally, this should be sized 134 x 55 pixels.

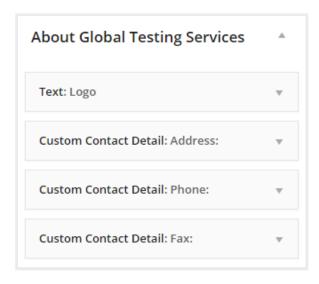
### Contact Info



- 6. Under the image, input the business address, a call-to-action and the business contact number.
- 7. Scroll up and click Update.

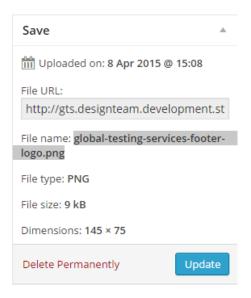
### **Option 2: Widgets**

- 1. In the dashboard, go to Appearance and click Widgets.
- 2. Look for the About Global Testing Services box at the right portion and click the down arrow to expand its content.

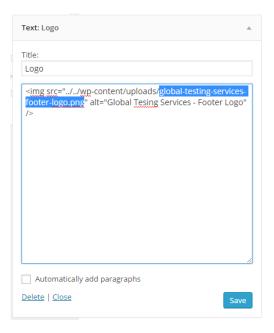




Logo – To replace the image for the logo, upload a new image in the Media Library (for instructions on adding a new image to the Media Library, see Uploading Content to the Media Library). Once you've uploaded the new image, go to the Media Library and copy its file name.



Go back to the Widgets section and replace the highlighted text below with the file name.





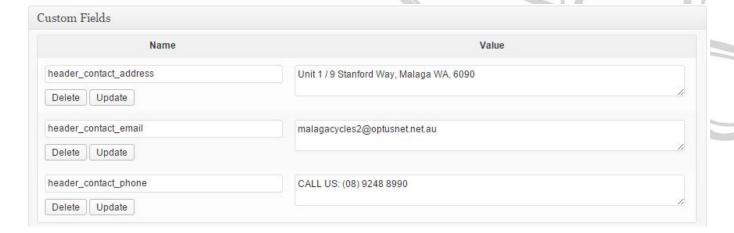
 Address – Place the address in the Detail box. Add <br /> before a phrase if you want it to appear on the next line (this is the <html> mark-up language for a new line break):

<br />36 Bannick Court, <br />Canning Vale<br />WA, 6155, Australia

- Phone Input the phone number in the Detail box.
- Fax Replace the fax number by modifying the content of the Detail box.
- 3. Don't forget to click Save once you're done making changes.

### **Option 3: Contact Page**

- 1. In the dashboard, go to Pages and click all Pages
- 2. Look for the page entitled Contact and click it.
- 3. Scroll down until you see the Custom Fields section.



- 4. Change the details in the box designated for header\_contact\_address to modify the address.
- 5. Once you're done, scroll up and click Update.



Modifying the Header Fields (Site Logo, Phone Number and Social Media Links)



# 1800 897 989

### **Option 1: Homepage**

- 1. In the dashboard, go to Page and click All Pages.
- 2. Look for the page entitled Home. Click on it.
- 3. Scroll down until you see the Header Fields section.
- 4. Scroll down until you see the Site Logo section.

### **Header Fields**

### Site Logo \*

Valid image file for site logo.



### Phone Number

Valid phone number. Can accept HTML tags.

1800 897 989

- 5. Hover over the image with your mouse pointer until the two buttons at the upper right corner appear. Click the (x) button to delete the image.
- 6. Click on the blank space and choose the new image you want to use as a logo. You can use an image from your Media Library or one uploaded from your computer. The image should be sized the same size as the original image that you are replacing.
- 7. Change the phone number by scrolling down and inputting the business number in the field provided.
- 8. Scroll up and click Update.



### **Option 2: Homepage with Tabs**



Lu's SUSHI HOUSE

Call us: 08 9384 9365



- 1. In the dashboard, go to Page and click All Pages.
- 2. Look for the page entitled Home. Click on it.
- 3. Scroll down until you see the Website Settings section. Click the Header tab.

# Website Settings Header Content Footer Front Page Website Logo Replace website logo here. width=321px | height=100px Sushi House Header Contact Info Appears at the left side of the header. Label Number Call us 08 9384 9365

4. Hover over the image with your mouse pointer until the two buttons at the upper right corner appear. Click the (x) button to delete the image.



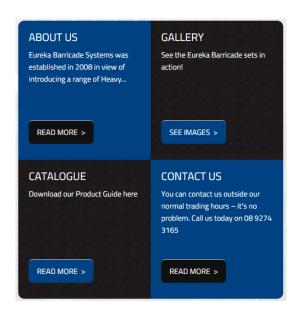
- 5. Click Add Image and choose the new image you want to use as a logo. You can use an image from your Media Library or one uploaded from your computer. The image should be sized the same size as the original image.
- 6. Change the phone number by scrolling down and inputting the business number in the field provided.
- 7. To modify the social media link, scroll down and go to Social Icon.
- 8. Populate the appropriate fields with the URL of your social media accounts.
- 9. You can also add more social media accounts by clicking Add Row.



- 10. Upload a new social media icon by clicking Add Image. You can use an image from your Media Library or one uploaded from your computer. The image should be sized 29 × 28 pixels.
- 11. Once you're done, scroll up and click Update.

### **Modifying the Header Page Fields (Quicklinks)**

### **Option 1: Homepage**



1. In the dashboard, go to Page and click All Pages.



- 2. Look for the page entitled Home. Click on it.
- 3. You will find a content editor. It should be blank. Scroll down until you see the Header Page Fields section.
- 4. Scroll down until you see the Quicklinks section.
- 5. You will find a table with four columns: Title, Teaser, Button Text and Link.

## Home Page Fields

### Quicklinks

Enter details of quicklinks.

Title * Enter text for title.	Teaser	Button Text	Link * Valid internal URL. Must always end with a slash "/". (i.e. /contact- us/)	
About Us	Eureka Barricade Systems was established in 2008 in view of introducing a range of Heavy	Read more	/about-	

- 6. In the Title column, place the title of the quicklink in the field provided.
- 7. In the Teaser column, place a short text describing the contents of the quicklink.
- 8. In the Button text column, place the text that will be used for the button containing the link.
- 9. In the Link column, place a portion of the URL to which the quicklink would be linked. Ex. http://eureka.com.au/about-us/
- 10. To add another quicklink, click Add Link at the bottom of the table and fill out with the required data.
- 11. To delete an entire quicklink, go to the rightmost column, the blank one next to the link column, and go to the row or quicklink you want to remove. Hover using your mouse pointer and click the (-) button once it appears.
- 12. To rearrange the quicklinks, go to the leftmost column, the blank one before the Title column. Hover using your mouse pointer and wait until it turns into a cross arrow. Click on the row you want to alter and drag to your desired position.
- 13. Scroll up and click Update.



### **Option 2: Widgets**



At Fremantle Fuel Injection we are proud to provide the service of quality remanufactured diesel fuel injection pumps, injectors and turbochargers to all industries.

# DIAGNOSTICS

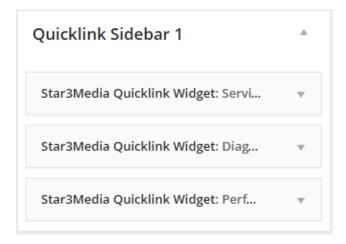
Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus.



Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus.

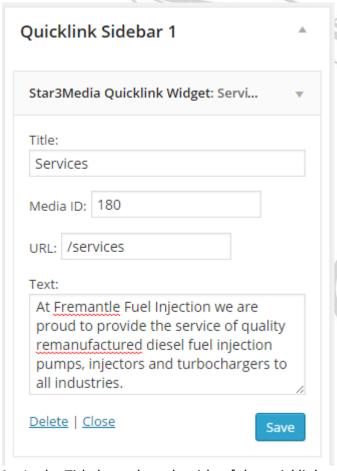
READ MORE READ MORE

- 1. In the dashboard, go to Appearance and click Widgets.
- 2. Go to the Quicklink Sidebar 1 section and click the down arrow to expand its content.





3. Click the down arrow of the quicklink you wish to modify.



- 4. In the Title box, place the title of the quicklink.
- 5. In the URL box, place a portion of the URL to which the quicklink would be linked. Ex. <a href="http://fremantle.com.au/services/">http://fremantle.com.au/services/</a>
- 6. In the Text box, place a short text describing the contents of the quicklink.
- 7. Once you're done, click Save.



**Modifying the Header Page Fields (Image Slider)** 

**Option 1: Slideshow/Slides** 



### **Modifying a Slide**

- 1. Go to the dashboard and click Slideshow.
- 2. You will see the list of existing slides.

☐ Title	Date	SEO	SEO Title
Slide 3	2014/12/18 Published	•	Slide 3 - Global Testing Services
Slider 2	2014/12/18 Published	•	Slider 2 - Global Testing Services
Slider 1	2014/11/25 Published	•	Slider 1 - Global Testing Services

- 3. Click any slide you wish to modify.
- 4. You will see a content editor. The text in this area is what appears on the image slide.
- 5. If you want to replace the photo of the slide, go to Slider Image and click Remove Featured Image.

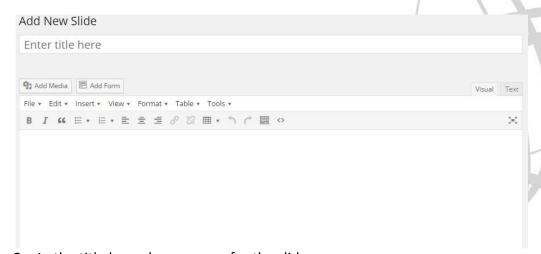




- 6. The box will then be empty. Click Set Featured Image and choose the new image you want to use. You can use a photo from your Media Library or one uploaded from your computer. The image should be sized the same size as the original image that you are replacing. Click Set Featured Image once you're done.
- 7. Scroll up and click Update.

#### **Adding a Slide**

1. In the dashboard, go to Slideshow and click Add New Slide.

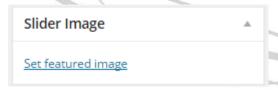


- 2. In the title box, place a name for the slide.
- 3. In the content editor, place a short description. The text will appear on the image slide like so:



4. To set the image for the slide, go to Slider Image and click Set Featured Image.





- 5. You can use a photo from your Media Library or one uploaded from your computer. The image should be sized the same size as the original image you are replacing. Click Set Featured Image once you're done.
- 6. Scroll up and click Publish.

## **Removing a Slide**

- 1. Go to the dashboard and click Slideshow.
- 2. Hover over any slide you wish to remove and click Trash once the prompt appears.

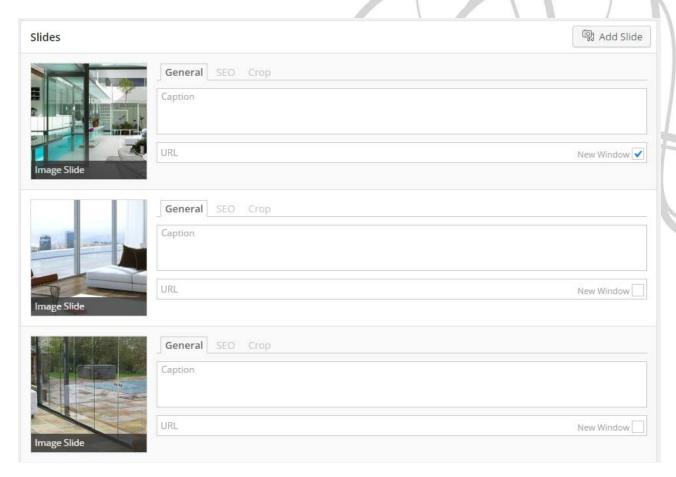




# **Option 2: Meta Slider**



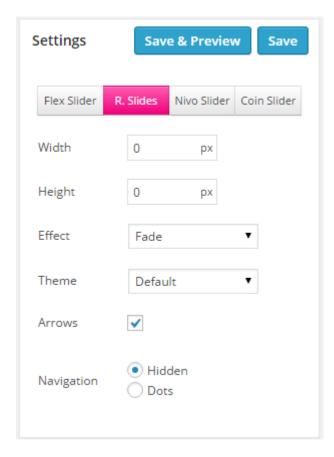
1. Go to the dashboard and click Meta Slider. You will see a list of slides available on the site.



- 2. To add a new slide, click Add Slide.
- 3. Use an image from your Media Library or one uploaded from your computer. The image should be sized the same as the original image you are replacing.



- 4. To delete a slide, hover over the image with your mouse pointer until the red trash icon appears on the upper left corner of the photo. Click it once it appears.
- 5. To rearrange the slides, go to the leftmost column, the blank one before the Title column. Hover using your mouse pointer and wait until it turns into a cross arrow. Click on the row you want to alter and drag to your desired position.
- 6. You can also change the way the image slider appears by modifying the settings.



7. Once you're done, click Save.



# **Option 3: WonderPlugin Slider**

- 1. In the dashboard, go to the WonderPlugin Slider and click Manage Sliders.
- 2. You will find a list of the sliders you have created so far. You will also see the shortcode that you can use to make the slider visible in the site.

Name	Shortcode	PHP code	Created
Homepage Slider	[wonderplugin_slider id="1"]	<pre><?php echo do_shortcode('[wonderplugin_ slider id="1"]'); ?></pre>	2015-07-30 09:41:42

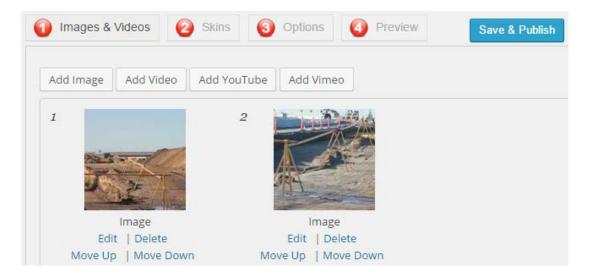
3. To create a new slider, click New Slider.

# Manage Sliders New Slider

4. Input the title of the slider in the Name field.

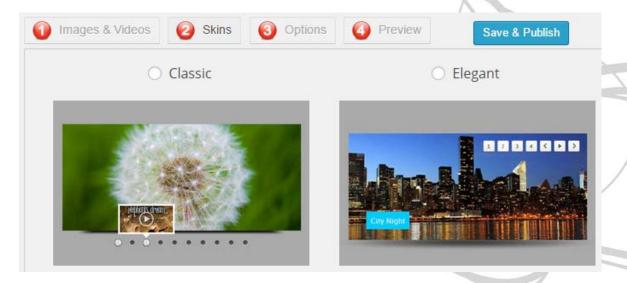


- 5. In the Width/Height fields, place the measurements of your slider as it will appear in the website.
- 6. Click the Images and Videos tab and add the images and other content by clicking Add Image. You may also add videos or content from YouTube and Vimeo.

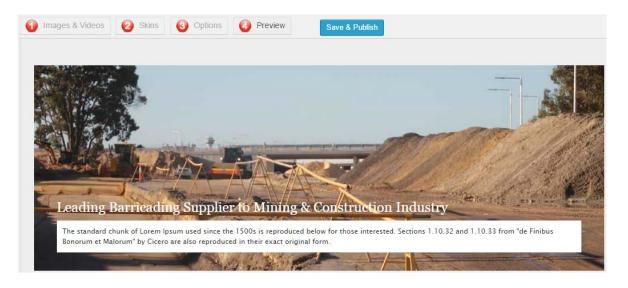




- 7. You can add as many images as you want to use for the slider. The size of the images will depend on how you want to use them. It is ideal that you avoid very large images unless you want to use them as main banners. Please make sure that the images are of the same size.
- 8. You can change the position or arrangement of the images by using the Move Up and Move Down options.
- 9. Once you have all the images you want, click on the Skins tab.



- 10. Select the skin you want to use from the available choices.
- 11. After this, click the Options tab. Set the options you want to use for the slider.
- 12. Click on the Preview tab to check your work.



- 13. If you are happy with the outcome, click Save and Publish.
- 14. Go back to the list of existing sliders to get the shortcode for the one you just made.



# **Modifying the Header Page Fields (Featured Products)**



- 1. In the dashboard, go to Catalog and click Products.
- 2. To feature a product, click the star box. Once the gray box turns to orange, it means the product will appear on the homepage.



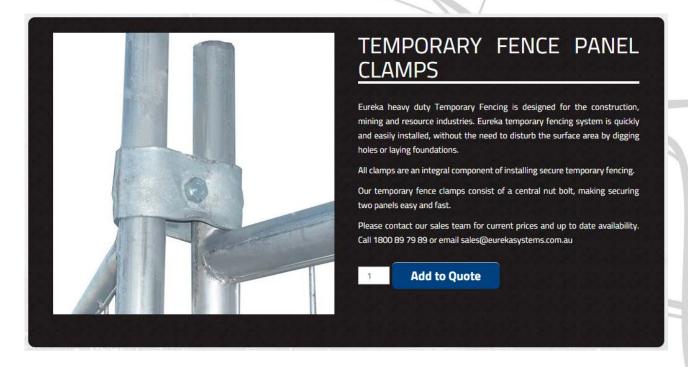
- 3. To remove a product from being featured, go to the list of products and look for the one with an orange star box under Featured.
- 4. Click the orange star box to remove it from the homepage.



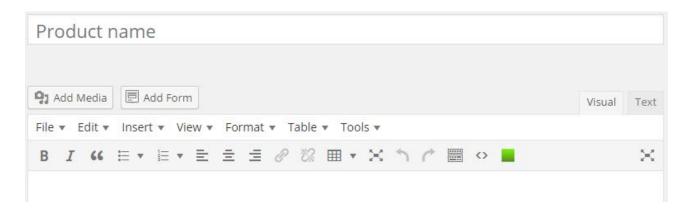
#### **Product Section**

### **Option 1: Industry Merchandise**

#### **Adding a Product**



- 1. To add a product, click on Products in the dashboard and then click Add Product.
- 2. You will see a content editor.



- 3. Place the product's name in the Title field.
- 4. Leave the content field blank and scroll down. Go to the Product Categories and tick the box that corresponds to the category to which the product belongs.



# **Product Categories**

<ul> <li>□ Banner Stakes</li> <li>□ Barricading</li> <li>□ Crowd Control Barriers</li> <li>✓ Temporary Fencing</li> <li>□ Water Filled Barriers</li> </ul>	

# + Add New Product Category

5. In the Featured Image, upload an image of the product by clicking Set Featured Image. Select an image from your Media Library or from your computer.

# Featured Image

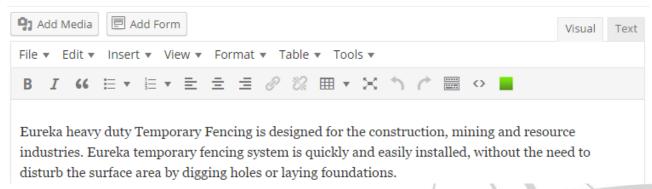


#### Remove featured image

6. Scroll down until you see the Product Short Description editor and input a paragraph or two describing your product.



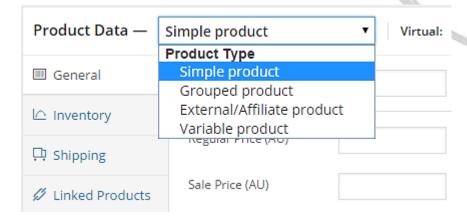
# **Product Short Description**



7. Scroll up and click Publish/Update.

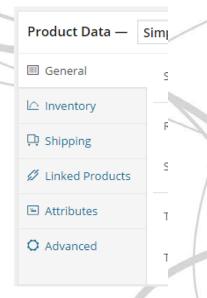
#### **Modifying the Product Data**

- 1. Click Products and Add Products. Scroll down until you reach Product Data.
- 2. To the right, you will see a drop down menu named Product Type. Click the arrow and select Simple Product.



3. To the left you will see a column of links:

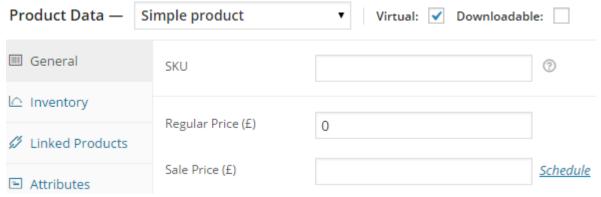




- General Click here to assign an SKU for your product. You can also edit the product's SKU using this.
- Inventory Click here to change the stock status of your products and to allow and prohibit backorders.
- Shipping Click here to manage shipping details.
- Linked Products Click here to manage your proposed Up-Sells and Cross-Sells.
- Attributes Click here to manage the filters that control what products your users can see. (More on this later)
- Advanced Click here to access miscellaneous options.

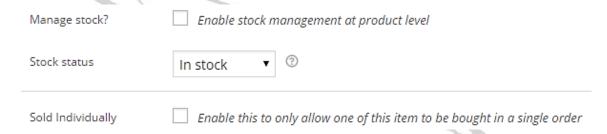
#### **Simple Products**

1. After you have selected Simple Product, go to the column of links and click on General. Supply the information required. You can assign the price in this area.



2. Afterwards, go to Inventory. You will find two dropdown menus. Provide the appropriate information.





3. Scroll up and click Update to save.

## **Adding Products to the Featured Products**

- 1. From the dashboard, go to Products and click All Products.
- 2. You will notice stars in the Categories and Date columns. Click on the star to put the product within the same row among the featured products. A clicked star turns blue.



3. Click again to remove the product from among the featured products. An unclicked star is white with blue borders.



# **Option 2: Retail Products**

## **Adding a Product**





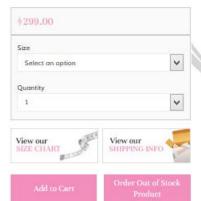
Calpierre Beige Patent Court Shoe.

Designed and Made in Italy.

Soft Patent Leather Lined Single Sole Pump Rounded edge square toe Heel Measures 80mm

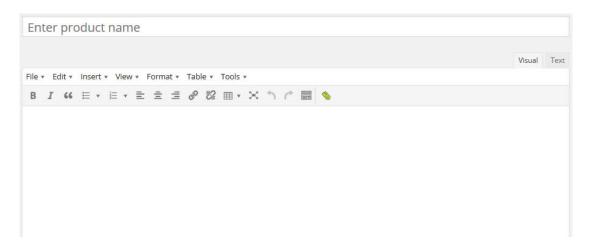
This beige patent is the most ideal colour for all year round wear. The subtle mottle in the leather blends a light and dark shade into the most perfect beige that you could hope for.

If your size is not currently available PRE ORDER by contacting Louise. Available in size 35 to 42 including half sizes.

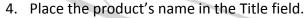




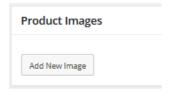
- ${\bf 1.} \quad {\bf To \ add \ a \ product, \ click \ on \ Catalog \ in \ the \ dashboard \ and \ then \ click \ Products.}$
- 2. Click Add New.
- 3. You will see a content editor.



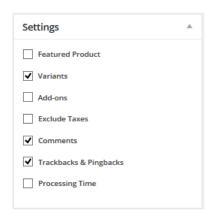




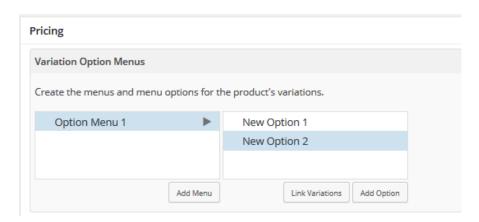
- 5. Write a description of the product inside the body and a summary in the summary box.
- 6. Scroll down and click Add New Image under Product Images.



- 7. Add photos of the product taken from different angles. Take note that the uploaded image automatically resizes to a 2"x2" proportion.
- 8. To add several pricing or size options, go to Settings and tick Variants.

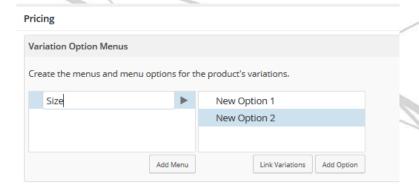


9. Then go to Pricing and click Add Menu. The Pricing section should look like this once you've clicked Add Menu:

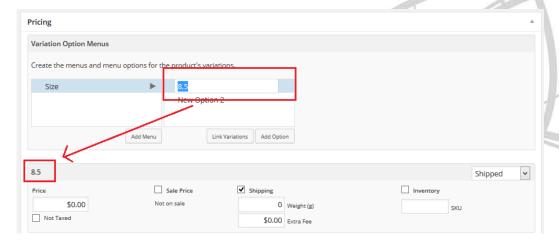


10. Click Option Menu 1 to rename it and write Size if you wish to add different size options.





11. Click New Option 1 to rename it. The name of its corresponding box should change once you're done.

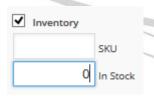


- 12. Go to the corresponding box and populate the appropriate information.
  - Price Place the price of the item in this box. If you want to indicate that the price not
    inclusive of taxes, tick Not Taxed.
  - Sale Price If you want to place the item on sale, click Sale Price and enter the appropriate information. The pricing will appear like this on the website:

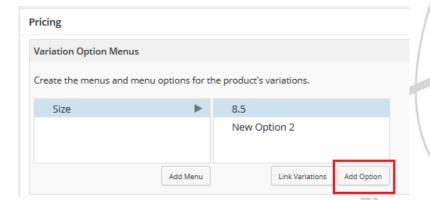


- Shipping To indicate different shipping fees for different cargo weights, populate the Shipping box.
- Inventory You can also indicate the number of products you have in stock by ticking Inventory. If you want to indicate that the item is out of stock, just put 0 in the In Stock box:

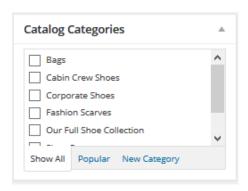




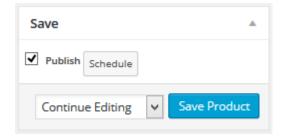
13. The options for each menu are two by default, but you can add more options by clicking Add Option.



14. Don't forget to tick the appropriate category for the product under Catalog Categories.



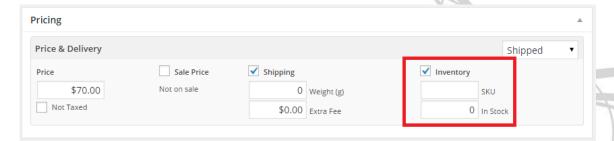
15. Once you're done, scroll up and click Save Product.



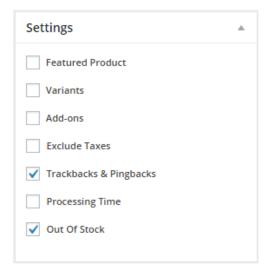


# **Modifying a Product**

- 1. In the dashboard, go to Catalog and click Products.
- 2. Click any product you wish to modify.
- 3. If you want to indicate that one of the product options is out of stock, go to its corresponding box and put "0" under Inventory.



4. If you want to indicate that all the product options are out of stock, you can simply go to Settings and tick the Out of Stock box.



5. Once you're done, scroll up and click Save Product.

# **Removing a Product**

- 1. In the dashboard, go to Catalog and click Products.
- 2. Hover over the product you wish to remove and click Trash once the prompt appears.





#### **User Account Section**

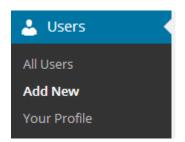
It is possible to give more than one person access to the CMS using different login details by creating separate user accounts. By utilising the differences in access capabilities allowed for different users, you can use this feature to enhance the security of your CMS, and consequently, your website.

Here are the different user accounts you can create and the capabilities of each role:

- 1. Administrator this role offers access to all the administration features and can perform the actions of all the other roles.
- 2. Editor this role can publish posts and manage own and other people's posts.
- 3. Author this roles can publish and manage own posts, as well as upload files.
- 4. Contributor this role can write and manage their posts but they cannot publish posts or upload media files.
- 5. Subscriber this role can make and read comments and receive newsletters, but cannot create regular site content.

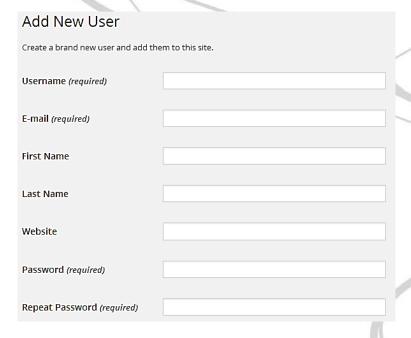
#### **Adding a User Account**

1. On the dashboard, click Users and go to Add New.



2. You will find a digital form. Key in all the information required.

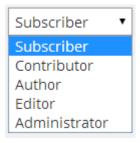




3. Tick "Send this password..." if you want to send a copy of the password you created to the email you indicated in the form.

Send Password? Send this password to the new user by email.

4. Click on the drop-down arrow and choose the new user's role.



5. Click Add New User.



#### **Modifying a User Account**

- 1. On the dashboard, click Users and go to All Users.
- 2. You will find a list of all the users of the site. Click on the name of the user or let your mouse pointer hover over the name and click Edit once it appears.

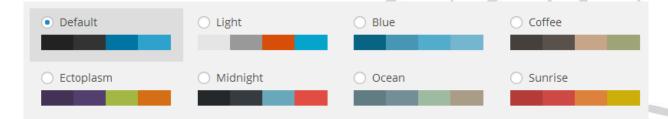




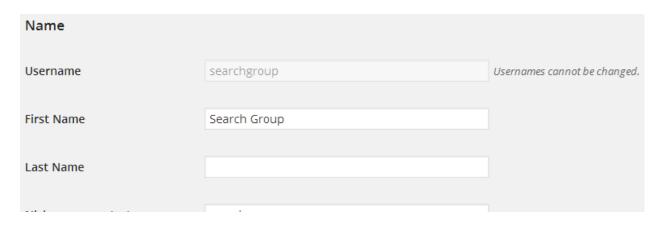
3. There are a number of options you can change here. Tick the first box if you want to disable the visual editor while writing content.

Visual Editor Disable the visual editor when writing

4. In the Admin Colour Scheme, pick the scheme you want the CMS to appear in.



5. What follows are fields where you can change your profile information, including your username and password.



6. If you contribute content to the CMS, you might want to add a title and description for the Author page as this will help enhance your authority as an author.



WordPress SEO settings	
Title to use for Author page	
Meta description to use for Author page	

7. Click Update Profile.

**Update Profile** 

# **Removing a User Account**

- 1. On the dashboard, click Users and go to All Users.
- 2. Let your mouse pointer hover over the name you want to delete and click Delete once it appears.

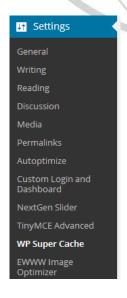
Note: You cannot delete your own User account. You can only delete users if your account is allowed to do so.

#### The WP Super Cache

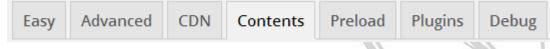
There are instances when even after saving the changes you made to the CMS, it appears as if nothing happened. To immediately have your changes reflect on the site, follow these instructions:

1. On the dashboard, click Settings and go to WP Super Cache.





2. Click on the Contents tab.



3. Click Delete Cache.



4. Go to the page where the edits were not reflected. Refresh the page by pressing Ctrl + F5 on your keyboard. You should see your changes now.

#### **The Autoptimize Section**

There are instances when even after saving the changes you made to the CMS, it appears as if nothing happened. To immediately have your changes reflect on the site, follow these instructions:

- 1. On the dashboard, click on Settings and go to Autoptimize.
- 2. Scroll down until you find the Save Changes and Empty Cache button.

Save Changes Save Changes and Empty Cache

- 3. Click on the button.
- 4. Go to the page where the edits were not reflected. Refresh the page by pressing Ctrl + F5 on your keyboard.



## **Contact Star 3 Media:**

#### Star 3 Media

Level 1, Suite 90, City West Centre 102 Railway Street WEST PERTH, WA 6005

Email: info@star3.com.au

Phone: 1300 100 333

Please do not hesitate to Contact Star 3 Media for updates, and changes to your current website. Consult this booklet for any additional information you might need or to view the WordPress training videos, visit Vorian Agency YouTube channel:

https://www.youtube.com/channel/UCSh5LNZmpxvt45JH7aRI1rg